United Nations ST/SGB/2005/19

Secretariat

25 November 2005

Secretary-General's bulletin

Financial disclosure and declaration of interest statements

The Secretary-General, for the purpose of implementing staff regulation 1.2 (n) and staff rule 101.2 (o), and pursuant to paragraph 10 of General Assembly resolution 52/252, promulgates the following:

Section 1
Obligation to file financial disclosure statement or declaration of interest statement

Financial disclosure statement

1.1 The following staff members have an obligation to file a financial disclosure statement:

(a) All staff members at the Assistant Secretary-General level and above;

(b) All staff members who are procurement officers, or whose principal occupational duties are the procurement of goods and services for the United Nations;

(c) All staff members whose principal occupational duties relate to the investment of the assets of the United Nations, the United Nations Joint Staff Pension Fund or of any accounts for which the United Nations has fiduciary or custodial responsibility.

Declaration of interest statement

1.2 Staff members on "when actually employed" (WAE) appointments, $1 per year appointments or serving on appointments of short duration who fall within the scope of section 1.1 above, have the obligation to file a declaration of interest statement instead of a financial disclosure statement.

Section 2
Scope of financial disclosure statements with respect to staff members

Staff members who are required to file a financial disclosure statement under section 1.1 above shall report the following in respect of themselves:

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(a) Assets held that have a market value of US$ 10,000 or above per asset, or the equivalent in local currency at the operational rate of exchange. Assets include but are not limited to stocks, bonds, mutual funds and real estate. Personal property[1] should be reported only to the extent that it is held for investment or business purposes;

(b) Income earned from sources other than the United Nations in the reporting period, including from investments listed in subparagraph (a) above, any profit of more than $10,000 on the sale of personal property that is held for investment or business purposes, any form of deferred emoluments from prior employment (but excluding United Nations pension benefits received from prior employment), or profit shares from prior employment partnerships if the total of all such income is over US$ 10,000 in the reporting period;

(c) Any form of supplement, direct or indirect, to United Nations emoluments, including provision of housing or subsidized housing, or any gift, per diem, reimbursements, entertainment or travel expenses, favour, benefit, remuneration or in kind contribution from any Government, governmental agency or other non-United Nations source[2] aggregating US$ 250 or more during the reporting year, other than dependency benefits under national laws, travel and per diem for approved outside activities and residential accommodation that has been accepted by the United Nations for its staff. Gifts from relatives are not required to be reported;

(d) Liabilities over US$ 50,000 owed to any creditor, including a mortgage on the staff member's personal and/or vacation residence, as well as liability to a former spouse. Liabilities owed to a parent, sibling, or dependent child are excluded;

(e) Any leadership or policymaking role in any non-United Nations entity (including membership on corporate boards);

(f) Involvement in any other activity that could have an impact on the objectivity or independence of the staff member in the performance of duties for the United Nations or otherwise affect the image or reputation of the Organization.

Section 3
Scope of financial disclosure statements with respect to dependent children

Staff members who are required to file a financial disclosure statement under section 1.1 above shall report the following in respect of each of their dependent children, as that term is defined in the Staff Rules:

(a) Assets held that have a market value of US$ 10,000 or above per asset, or the equivalent in local currency at the operational rate of exchange. Assets include but are not limited to stocks, bonds, mutual funds and real estate. Personal property[1] should be reported only to the extent that it is held for investment or business purposes;

(b) Any transfers of assets or property over US$ 10,000 in value to the dependent child from the staff member or any source other than the staff member,

[1] Such as motor vehicles, livestock, furniture, carpets, jewellery and art.

[2] Staff members should be aware of staff regulation 1.2 (j), (k) and (l) concerning the receipt of honours, gifts or remuneration from governmental or non-governmental sources.

excluding transfers to the dependent child as a beneficiary of a will, a life insurance policy, or in accordance with a binding court order;

(c) Income earned, if the total of all such income is over US$ 10,000 in the reporting period, including from investments listed in subparagraph (a) above, and any profit of more than $10,000 on the sale of personal property that is held for investment or business purposes.

Section 4
Scope of financial disclosure statements with respect to spouses

4.1 Staff members who are required to file a financial disclosure statement under section 1.1 above shall report the following in respect of their spouses:

(a) Any transfers of assets or property over US$ 10,000 in the reporting period to the spouse from the staff member or from any other source, excluding transfers to the spouses as beneficiaries of a will, a life insurance policy or in accordance with a binding court order;

(b) A spouse's interest in, or association with, any entity with which the staff member may be required, directly or indirectly, to have dealings on behalf of the Organization, or which has any commercial interest in the work of the United Nations, or a common area of activity with the United Nations.

4.2 For the purposes of the present bulletin, the term spouse includes individuals whose personal status has been recognized for purposes of United Nations entitlements.

Section 5
Scope of declaration of interest statements

Staff members who are required to file a declaration of interest statement under section 1.2 above shall report the following:

(a) Any interest in, or association with, any entity with which the staff member anticipates or should reasonably anticipate he or she may be required, directly or indirectly, to have official dealings on behalf of the Organization, or which has a commercial interest in the work of the United Nations, or a common area of activity with the United Nations, in respect of themselves, their spouses or dependent children;

(b) Any leadership or policymaking role of the staff member in any non-United Nations entity (including membership on corporate boards);

(c) Current or past involvement of the staff member in any other activity that could have an impact on the objectivity and independence of the staff member in the specific performance of the functions for which the staff member has been contracted by the United Nations or otherwise affect the image of the Organization.

Section 6
Applicable date for values

For the purposes of making the disclosures required pursuant to the present bulletin, the applicable date for all values is the date of disclosure.

Section 7
Forms

Staff members who are required to file a financial disclosure statement under section 1.1 above shall do so in the Financial Disclosure Form. Staff members who are required to file a declaration of interest statement under section 1.2 above shall do so in the Declaration of Interest Form. These forms are available to staff members on the Organization's Intranet or from the Office of Human Resources Management.

Section 8
Filing procedures

8.1 The initial financial disclosure or declaration of interest statement under sections 1.1 and 1.2 above shall be submitted to the Secretary-General prior to the staff member's initial appointment or assumption of duties, as a condition of employment, in respect of the 12-month period immediately preceding his or her initial appointment. Annual financial disclosure or declaration of interest statements shall be submitted thereafter to the Secretary-General by 28 February in respect of the period from 1 January to 31 December of the previous year.

8.2 The financial disclosure and declaration of interest forms shall be kept for safe keeping in a secure location designated by the Secretary-General.

Section 9
Confidentiality

The financial disclosure and declaration of interest statements are confidential and will be used only by the Secretary-General or by a person specifically authorized in writing by the Secretary-General.

Section 10
Entry into force

10.1 Secretary-General's bulletin ST/SGB/1999/3 is hereby abolished.

10.2 The present bulletin shall enter into force on 1 December 2005.

(*Signed*) Kofi A. **Annan**
Secretary-General

United Nations ST/SGB/2005/20

Secretariat

28 November 2005

Secretary-General's bulletin

Prevention of workplace harassment, sexual harassment and abuse of authority

The Secretary-General, for the purpose of strengthening accountability in the Secretariat and raising awareness among staff of their roles and responsibilities for creating and maintaining a workplace free of harassment, sexual harassment and abuse of authority, promulgates the following:

Section 1
Purpose

The purpose of the present bulletin is to announce the introduction of a system-wide, self-administered learning programme entitled "Prevention of workplace harassment, sexual harassment and abuse of authority".

Section 2
Learning programme

2.1 The learning programme has been developed jointly and in collaboration with the United Nations Development Group, the United Nations Development Programme, the United Nations Population Fund, the Office of the United Nations High Commissioner for Refugees, the United Nations Children's Fund, the United Nations Office for Project Services and the World Food Programme. In addition to related policies and procedures already in place, it reflects the commitment and shared responsibility of all staff to defend the Charter of the United Nations by respecting cultural and religious differences and equal rights for women and men.

2.2 The learning programme is designed to raise awareness of the Organization's zero tolerance of harassment, sexual harassment and abuse of authority, to provide guidance on the Organization's policy and procedures on harassment and to foster the creation of a harmonious working environment, free from intimidation, hostility, offence and any form of discrimination or retaliation.

2.3 The learning programme will be available online, and the Office of Human Resources Management will shortly provide staff with details on how to access it. A version in CD-ROM format will also be available upon request to the Office of Human Resources Management through the local human resources office.

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2.4 The learning programme will be available in all the official languages of the United Nations. It will be issued initially in English, French and Spanish in November 2005. In December 2005, it will be available in Arabic, Chinese and Russian.

Section 3
Implementation

3.1 All staff at all levels are required to complete the learning programme. Upon successful completion, a certificate of completion is issued, which should be retained by each staff member and a copy placed in his/her official status file. A copy should also be provided to the staff member's supervisor.

3.2 Heads of departments and offices are responsible for ensuring the completion of the learning programme by themselves, their staff and others for whom they are responsible.

3.3 Staff are reminded that the Organization is fully committed to ensuring that any allegation of harassment, sexual harassment and/or abuse of authority will continue to be taken seriously and will be fully investigated.

Section 4
Final provisions

The present bulletin shall enter into force on 1 December 2005.

(*Signed*) Kofi A. **Annan**
Secretary-General